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ABSTRACT

Contents of the Trenton State College, New Jersey, faculty handbook include policies on academic affairs including student records, procedures and criteria for faculty appointment, tenure, and promotion, functions of standing committees, New Jersey code of ethics and travel regulations, and description of faculty organizations. (JT)

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FACULTY HANDBOOK

TRENTON STATE COLLEGE

1975-76

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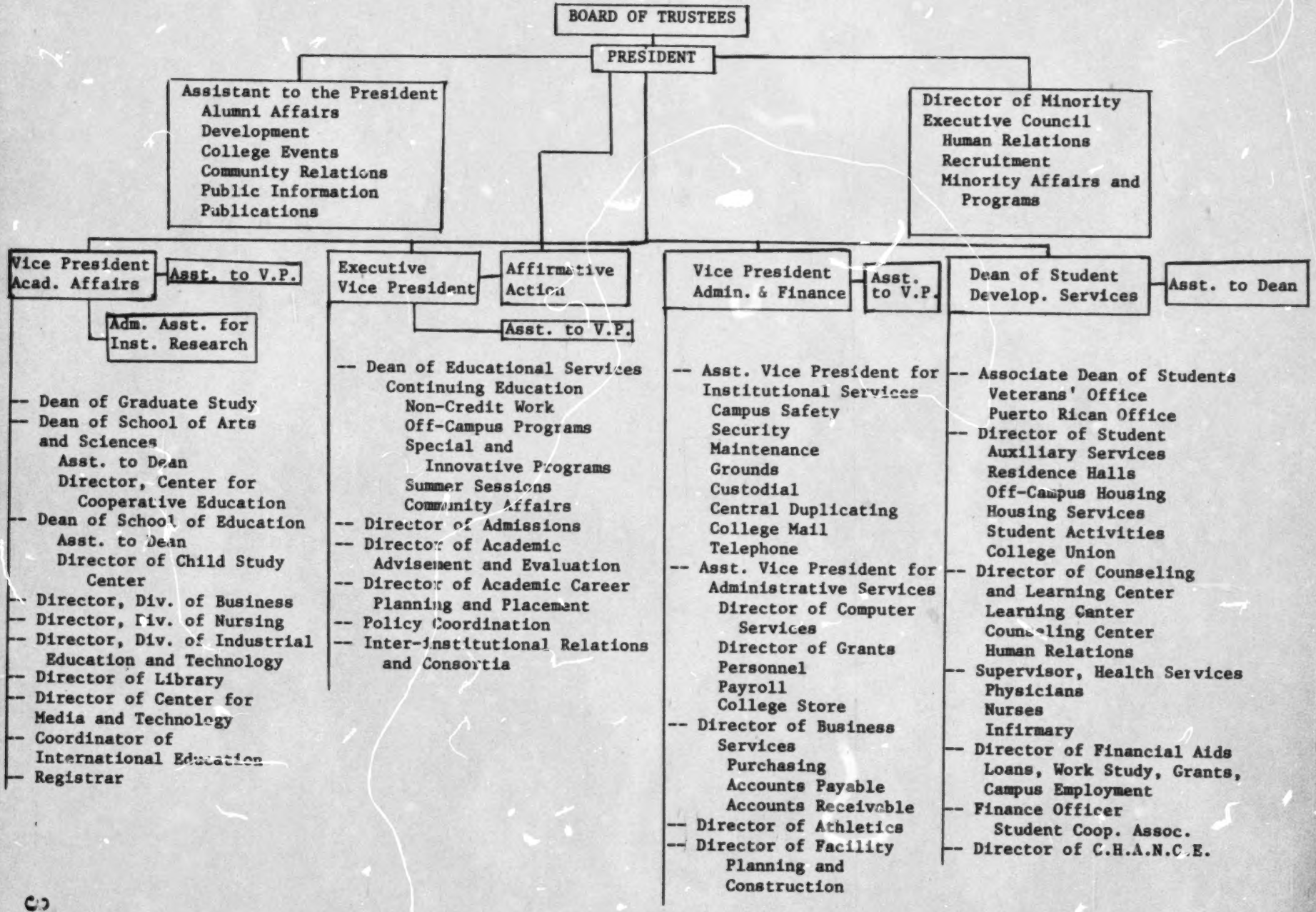
BOARD OF TRUSTEES
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Community Relations
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Director of Minority
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-- Dean of Educational Services
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Non-Credit Work
Off-Campus Programs
Special and
Innovative Programs
Summer Sessions
Community Affairs
-- Director of Admissions
-- Director of Academic
Advisement and Evaluation
-- Director of Academic Career
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Custodial
Central Duplicating
College Mail
Telephone
-- Asst. Vice President for
Administrative Services
Director of Computer
Services
Director of Grants
Personnel
Payroll
College Store
-- Director of Business
Services
Purchasing
Accounts Payable
Accounts Receivable
-- Director of Athletics
-- Director of Facility
Planning and
Construction
Dean of Student
Develop. Services
Asst. to Dean
-- Associate Dean of Students
Veterans' Office
Puerto Rican Office
-- Director of Student
Auxiliary Services
Residence Halls
Off-Campus Housing
Housing Services
Student Activities
College Union
-- Director of Counseling
and Learning Center
Learning Center
Counseling Center
Human Relations
-- Supervisor, Health Services
Physicians
Nurses
Infirmary
-- Director of Financial Aids
Loans, Work Study, Grants,
Campus Employment
-- Finance Officer
Student Coop. Assoc.
-- Director of C.H.A.N.C.E.

June, 1975

1975-1976 Academic Calendar

FALL SEMESTER

Student Registration	August 21 - September 3
Classes Begin	September 4 (Thursday)
Thanksgiving Recess	November 27, 28
Classes End	December 19 (Friday)
First Quarter Student Teaching	September 4 - October 24
First Quarter Courses	September 4 - October 24
Second Quarter Student Teaching	October 27 - December 19
Second Quarter Courses	October 27 - December 19

SPRING SEMESTER

Student Registration	January 5 - 14
Classes Begin	January 15 (Thursday)
Spring Recess	March 22 - 26
Classes End	May 21 (Friday)
Commencement	May 26 (Wednesday)
Third Quarter Student Teaching	January 15 - March 19
Third Quarter Courses	January 15 - March 19
Fourth Quarter Student Teaching	March 22 - May 21
Fourth Quarter Courses	March 29 - May 21

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DEADLINES

The Office for Academic Affairs is responsible for all matters pertaining to instruction, curricula, faculty recruitment, and academic planning.

New Programs

All revisions in undergraduate programs and courses; and all new courses for September, 1976, must be submitted to deans and directors before October 1, 1975. All proposed major programs for September, 1977, must be submitted to deans and directors before April 15, 1976.

Reappointment

First year faculty members are informed, in writing, of reappointment or non-reappointment not later than March 1.

Second year faculty members are informed, in writing, of reappointment or non-reappointment to a third year by December 15; they are informed of reappointment or non-reappointment to a fourth year by June 30 of their second year; faculty members are informed of reappointment or non-reappointment to a fifth and sixth year by June 30 of their third and fourth years, respectively.

Other Deadlines

A complete schedule of deadlines will be distributed shortly after the beginning of the Fall Semester.

COURSE NUMBERING

The listings consist of a 3-digit alpha code for all existing subject fields, and a 3-digit number code distinguishing course levels. The system is explained in detail on page 31 of the college bulletin.

EXAMINATIONS

Exams are scheduled by the individual instructor during the regular 75 minutes class period(s). Department chairmen have urged, as a guideline, that final exams not contribute to more than one-third of the total semester grade. Students are privileged to review all graded term papers, short papers, reports, tests and final exams. Graded work should be kept for at least one semester for this purpose.

An instructor should expect to be informed by any student who misses a final examination because of an emergency situation. Upon notification by the student, the department chairman or the Academic Affairs Office will inform the instructor if the student cannot do so personally. The instructor may request documentation of justifiable absence before providing make-up arrangements.

STUDENT ABSENCES

Absence from class because of illness, urgent personal reasons, or conflicting engagements is generally handled informally between student and instructor. Instructors and students should notify the Student Development Office (Dean of Students) when a situation prevails in which continued or prolonged absence will affect a student's academic progress.

A student who misses a final examination for an excusable reason must make arrangements with his instructor to reschedule the final examination, or he will receive a grade of F therein.

FIELD TRIPS

Academic programs may require off-campus work or field trips. Arrangements must be made ten days in advance. Legal responsibility requires clearance in advance by the Office of Academic Affairs.

Guidelines

1. Whenever possible, athletic events should be scheduled at night and on Saturdays.

2. The department chairman must approve all field trips sponsored by faculty of his department.

3. All trips must be scheduled ten days in advance.

4. No students will be administratively excused within two weeks before the end of classes.

5. A student who misses a class in order to participate in a regularly scheduled college athletic event is entitled to an administrative excuse. In such cases, the student should be provided the opportunity to make-up, without penalty, any work or tests that were missed. The student should initiate the arrangement, and it should then be to the mutual satisfaction of instructor and student.

Procedures

1. The Faculty member must provide to the Office of Academic Affairs a list of names of all field trip participants at least six days in advance. A form for the list is available in the Office of Academic Affairs.

2. Ordinarily, class absence reports will not be issued; however, instructors may specifically request individual students to obtain absence reports from the Office of Academic Affairs.

3. Within ten days of the field trip, the faculty member should give to his dean or director three copies of the Field Trip Request and/or Application which is available from his department chairman, or from the Academic Affairs Office. (for use of bus) One copy will be returned immediately with approval or comments.

4. Just before a bus leaves the campus, the faculty member must leave with the Academic Affairs Office any deletions or additions of names so that the college knows of every student involved, in case of emergency.

Bus Trip Costs

Bus trips will be arranged with the Director of Business Services. Transportation costs will be charged against the materials and supplies allocation for the department requesting the bus, except in cases where students will bear the transportation expenses.

GRADES

The criteria for determining the final grade must be clearly explained and presented in writing by the professor to each class section at the opening of the semester.

Each instructor is responsible for the grades he gives. An effective grading system is one in which the grades of all instructors carry approximately the same meaning.

Academic standing is reported by the use of the following symbols:

A - Excellent
B - Good
C - Fair
D - Poor
F - Failure
P - Passed Satisfactory
U - Unsatisfactory

INC - Incomplete Work
WP - Withdrawn from course, Passing
WU, WF - Withdrawn from course, Failing
WD - Left College
CR - Requirement met by exam
IP - In progress

Incompletes

Incomplete grades are granted only for evidenced illness or other serious problems. Incomplete grades should not be given to a student who wishes to avoid a failing grade or who, through negligence, has not turned in work or taken exams. The student is responsible for contacting the faculty member regarding the completion of course work and meeting the deadline date.

Failure to complete the course work by the deadline means that the grade of INC may be converted to the grade of F.

The grading system is further outlined in the college catalog.

STUDENT COMPLAINTS AGAINST INSTRUCTORS

The following structure for processing student complaints against instructors shall replace the present policy (Feb. 13, 1974, Senate Resolution) on or before November 1, 1974:

I. Each department may establish its own complaint procedure and committee, preferably with student members. The procedure shall be posted on a department bulletin board accessible to students and faculty members, and copies shall be sent to: the Student Affairs and Faculty Affairs Councils of the Faculty Senate, the bargaining unit, the Dean of Students, the SGA Executive Board, and the appropriate Dean or Director.

II. Each school or division shall establish a procedure and committee for appeal of complaints, and a procedure for selecting faculty for an Appeals Panel, following these guidelines:

A. At least six faculty members, including at least one from each department in the school or division, shall be elected to the panel, from which three are to be drawn bh lot, either annually or for each appeal heard. Annually, one panel member shall be designated to receive appeals. For each appeal, one faculty member from the department involved shall also sit on the committee. A faculty member involved in the appeal shall not sit on the committee hearing that appeal.

B. The SGA Executive Board shall choose an equal number of students for the school/division panels, at least one from each department within the school or division. From this panel three are to be drawn by lot, either annually or for each appeal heard. For each appeal, one student from the department involved shall also sit on the committee. A student involved in the appeal shall not sit on the committee hearing that appeal.

C. The Procedures for appeals shall be posted on bulletin boards accessible to students and faculty members, and copies shall be sent to: the Student Affairs and Faculty Affairs Councils of the Faculty Senate. The bargaining unit, the Assistant to the President for College Relations, The Dean of Students, the SGA Executive Board, and the appropriate Dean or Director. The procedures shall also be included in the faculty and student handbooks.

III. The order of steps to be taken by a student having a complaint against a faculty member shall be as follows. (If either party is not satisfied with the decision at any step, appeal may be made to the next step.)

A. Discussion with the faculty member.
B. Discussion with the chairperson of the department.
C. Appeal to the departmental complaint committee, if any.
D. Appeal to the school or division complaint committee.
E. Appeal to the Dean of the school or division.
F. Appeal to the President of the college.

IV. The complaint and the proposed solution, from step B onward, shall be provided in writing to all parties involved, to the chairperson, and to the next group or person appealed to. Minutes shall be kept at each step, and signed by all present. Hearings at each step shall be held within three to seven days after the request for hearing.

NOTE: In the interest of fairness to all concerned, it is recommended that complaints not be made public, and that legal actions not be taken, until all steps and procedures have been utilized.

ACADEMIC DISHONESTY

Principles by which the faculty are guided:

1. It is assumed that students are sincere in their work toward a degree.

2. Evaluation, whether in daily discussion, written assignment, or testing, should be regarded by the students and the faculty as an opportunity for self-evaluation and used by the faculty as a means for planning future work.

3. Students' attempts to circumvent their own learning and the correct appraisal of their achievement by the faculty through substitution of borrowed facts and ideas (either on tests or in any kind of written or oral work) is in direct violation of the above. Both students and faculty should provide whatever means are necessary to insure eithical behavior of the students in their daily class work and examinations.

Specific suggestions to the faculty for the encouragement of honest and thoughtful performance of students:

1. All class assignments should be clear.

2. Adequate time for preparation should be provided before examinations.

3. Tests should be changed annually and for different class sections if they are scheduled at different times.

4. All test materials should be safeguarded.

   a. Student assistants should not have access to these materials.
   b. Discarded copies should not be left in wast baskets.
   c. Extreme care should be exercised in storing examination materials. Experience has indicated that the faculty member's home is the safest place.

5. Adequate physical arrangements for examinations should be provided.

Policies for disciplinary action for academic dishonesty:

1. Cases of students who are dishonest in their academic work should be dealt with in a prompt and uniform manner. The College regards academic dishonesty as seriously as it would any other kind of dishonesty.

2. The faculty member who suspects or has evidence of dishonesty should first discuss the matter with the student or students involved.

3. The faculty member should then discuss the situation with the chairman of his or her department.

4. For the first offense of a student who seems to have made a mistake in practice, rather than been guilty of intention, or in a case that clearly warrants leniency, the faculty member and the chairman working together may do one of the following:

   a. Grade the work in question "zero" or "failing";
   b. Allow the student to demonstrate that he can fulfill the assignment through his own honest effort if doing this would give him beneficial experience;
   c. Average the second grade with the zero in determining the student's final grade.

The action should be reported to the appropriate dean.

5. For a first offense which seems to be a clear case of cheating and which does not seem to warrant leniency, the chairman of the department involved presents the case to the Administrative Committee on Student Conduct.

a. This committee will listen to the evidence presented by the faculty member, will give the student a hearing, and will consider other related data.
b. If the committee concludes that the case does not warrant leniency:

(1) The student will be excluded from further participation in class, and a grade of WF will be recorded;
(2) The parents of all unmarried students under 21 will be notified by the Dean of Student Development Services;
(3) The student will be referred to the Student Development Division for counseling;
(4) The Dean of Student Development Services will record this action.

6. If academic dishonesty which warrants leniency is repeated, the case will be referred to the Administrative Committee on Student Conduct.

7. If academic dishonesty which does not warrant leniency is repeated, the case will be referred to the Administrative Committee on Student Conduct which probably will recommend dismissal of the student to the President, unless clear evidence is presented that a more lenient action whould be taken.

FACULTY ADVISEMENT

Each student has a faculty adivser from within his major department. Advisers are assigned by the department chairmen. The chief activity of the faculty adviser is that of assisting the student to select appropriate courses during each pre-registration period, in order that the student may be assured of meeting requirements while at the same time benefiting from the expertise of the faculty member in regard to recommended electives. It is expected that advisers will meet students at times other than pre-registration for the purpose of becoming acquainted with each other and for counseling on study methods. The adviser should be alert to personal or emotional problems of the advisees as well and refer his advisees to the proper resource on campus when necessary.

The Office of Academic Advisement and Evaluation is the central agency for assuring that departments assign advisers and for maintaining the lists of advisers. In addition, this office, in conjunction with the Registrar's Office, supplies the academic information to advisers which they will need as the basis for their assistance to students in pre-registration. The Advisement Office creates and issues Control Sheets of Degree Requirements to students, checks students records for progress toward the degree beginning at the junior year, and checks the records of all applicants for graduation in order to certify their eligibility.

Some Suggested Procedures for Advisers:

1. It is desirable that each adviser arrange to meet his advisees at least once each semester other than pre-registration advisement, when informal conversation and rapport may be facilitated.

2. The adviser should equip himself by a thorough study of policies, procedures, and curriculum requirements of his specific major and distribution requirements. Study of the catalog, materials supplied by the Advisement Office, and materials incorporated in the Master Schedule are (see especially page one) the resources to be used.

3. Each adviser should maintain a folder of information relating to his advisee. Incorporated in the file may be information gleaned from the student, his grade reports, a copy of the Control Sheet, especially for upperclassmen, and a record of conferences with the advisee. Provision should be made for forwarding this file to future advisers, should the student change his major program.

4. Advisers should post office hours and be available to advisees by appointment.

5. Some of the more frequent problems encountered in the academic areas are these:

   a. Inadequate study methods. Some students feel that putting in hours is the same as studying. They need to be shown how to get information from a text, how to make notes, when to do assignments. In any event, the average student should plan to study two hours out of class for each hour in class. Most students are bewildered when a faculty member tells them to "study harder." Show them how!

   b. Taking a heavier load than can be handled. Many students take 17 or 18 s.h. of work in a semester after 15 s.h. of below 2.00 average in the previous semester. The results are almost always unsatisfactory. The weak student can be advised to take a lighter load, perhaps 12 to 14 s.h. (12 s.h. is the minimum requirement for classification as a full-time student.) A student who is currently carrying a load too heavy for him can lessen his load by withdrawing from a course by the deadlines announced in each Master Schedule. Some students will need help to accept the possibility that they may need to take longer than four years to graduate.

   c. Continuing in an unsuitable major. A student wishing to change his major should discuss this with his adviser. A change of major form is available in the Office of Academic Advisement and Evaluation. The form requires the signature of the chairman accepting the student as well as that of the chairman of the department releasing the student. The steps should be taken in that order. Deadline dates must be observed: October 30 for the Spring semester and March 30 for the Fall semester.

   d. Negative attitudes toward work, college, professors, education, which may or may not be based on fact. He needs a chance to air these views without fear of retribution.

   e. Unrealistic expectations. Because of the greater competition in college, students who were outstanding in high school are sometimes devastated to discover that they cannot maintain the same grades. They should be helped to adjust their expectations to the changed competitive situation.

f. Unrealistic attitudes. Many students are not aware that success in college demands hard work. Others work hard on the wrong tasks. Many marginal students mistakenly believe that it is possible to succeed while carrying a heavy load of activities, long hours of work, or a very active social life. The adviser can assist a student in establishing his priorities.

g. Ability, purpose, maturity. Although it is difficult to instill a desire to learn, the adviser should be aware that most men and women who fail in college are not dedicated students. The adviser who encourages students to meet the demands of the college may save many from academic failure In some cases, students lacking a sense of purpose or the ability to cope with demands of the college education should be referred for professional counseling.

STUDENT TEACHING

The following is the student teaching requirement for the bachelor degree as approved by the State Board of Education:

Graduation from a New Jersey college with a degree earned in a program for the preparation of teachers signifies that the student has successfully completed this curriculum and is recommended by the institution for the New Jersey teaching certificate.

Supervision by Faculty

Supervised student teaching is included as one of the requirements in all teacher education curricula. Prerequisites for admission to student teaching are listed in the college catalog. It is recognized that students may perform successfully in the academic courses and still prove unable to perform adequately in a teaching situation. Unless the college has supervised this teaching experience, it lacks adequate basis for judging the candidate's success and for granting the degree in teaching. The student teacher who is supervised by only one department will be visited a minimum of three times. Students majoring in English, Mathematics, Science or Social Studies will be visited a minimum of four times, twice by the major department and twice by the appropriate education department.

Supervisors of student teachers with responsibilities for preparing the final evaluation are asked to submit the evaluation for each student supervised within four weeks following the close of the student teaching period. Students who are doing poorly in their student teaching should be warned as early as possible.

To avoid excessive expense and time in the supervision of the work of these students, centers have been established insofar as is possible within an hour's ride from the college. Attempts are also made to place as many students as possible in each center, thus enabling college personnel to supervise the work of two or more students in a given day.

If a student should fail student teaching, at least one semester must elapse before he is permitted to repeat the student-teaching experience. An "Incomplete" is given when, for illness or other circumstances beyond the student's control, he is unable to complete his student teaching. In the event of voluntary withdrawal or dismissal, with "WF" or "WP" will be recorded by the instructor.

FACULTY REFERENCE STATEMENTS FOR GRADUATING STUDENTS

Faculty members, who agree to write reference statements for students, should forward their prepared statements as soon as possible to the Placement Office. The Placement Office will then be able to forward a complete set of the student's official college placement credentials to interested prospective employers.

ADMISSIONS POLICIES

The college catalog summarizes detailed admissions requirements. Faculty members are encouraged to participate in the formulation of recommendations for improved admissions policies and procedures. Recommendations may be made to the Director of Admissions who will channel them to the appropriate committee.

Transfer Admission

Transfer students will be considered for acceptance if they have a cumulative grade point average of least 1.8. However, competition for admission has usually forced the cumulative grade point average somewhat higher. Transfer credit will be allowed for letter grades of "D" or better. Grades for transfer credits are not recorded nor computed in determining a student's cumulative quality point average.

DIVISION OF CONTINUING EDUCATION

Until the end of the Spring Semester of 1973, the Division of Continuing Education was responsible for the administration of the part-time evening program involving credit and non-credit courses. With the implementation of the "one-college" concept the administration of those courses and programs which carry academic credit became the responsibility of those offices which handle the full-time program. The Division of Continuing Education has the responsibility for planning, organizing, and supervising programs of activities which include the following:

1. Courses involving non-credit college level work both on and off campus.

2. Courses involving credit and non-credit college level work at off-campus centers.

3. Direction of summer sessions and special and innovative programs such as workshops, seminars, and conferences.

4. Directing the College's efforts toward establishing and maintaining academic, social, and cultural relationships with the community.

The Division of Continuing Education represents the College in various community agencies affiliated with programs involving students and faculty. The Office explores community needs and recommends possible College resources that may be used in meeting these needs.

Faculty

Policies and regulations set forth by the College apply to faculty employed in association with programs administered by the Division of Continuing Education. (A faculty member receives 3 s.h. of within load credit for teaching a 3 s.h. course.) When a Continuing Education course is taught as an overload, additional compensation as prescribed by College regulations is paid. Overload must be approved by the Dean of Educational Services in cooperation with the Office of Academic Affairs. Regular faculty members are employed on a first priority basis and coadjutant faculty are employed in instances where regular faculty are unavailable.

Non-Credit Courses

These courses are offered which provide an opportunity for individuals to continue learning and making productive use of valuable time. Such courses offer an opportunity to study for the knowledge to be gained, to obtain certain types of certification, or to develop or improve job proficiencies usually without pressure of academic grades.

Summer Teaching

Regular faculty members are given first consideration as instructors for the summer session. There can be no guarantee, however, that a staff member will be employed during the summer session. A faculty member who desires such employment should direct a request to his or her department chairman.

Summer Courses

Students must obtain written approval from the Office of Academic Advisement and Evaluation in order to enroll for summer courses to be taken at Trenton State College or at other institutions prior to enrolling in these courses.

Grades for summer courses taken elsewhere are not included in determining the student's cumulative grade point average. Grades for courses taken at Trenton State College during the summer session are included as part of the student's average for the following semester.

For more and detailed information regarding offerings in the Division of Continuing Education, refer to the Summer Bulletin.

GRADUATE DIVISION

The College offers 23 programs leading to graduate degrees on the Master's level. For detailed information regarding graduate offerings refer to the Graduate Bulletin.

The Office of Graduate Study is responsible for the admission, registration, and official records of graduate students. Graduate Office publications include an annual bulletin and a quarterly newsletter. Faculty members are invited to contribute to the Newsletter.

The Graduate Faculty

The Graduate Division is governed by the rules and regulations of the college and the policies set forth by the Graduate Faculty and the Graduate Council. Membership in the Graduate Faculty is selective. Graduate Council membership is restricted to members of the Graduate Faculty *The Dean and Associate Dean of Graduate Study with vote, and the Vice President for Academic Affairs without vote. Further information and procedures for application to the graduate faculty may be obtained from the Graduate Office.

Graduate teaching faculty are assigned from the regular teaching staff of the college within the normal instructional course load. Minimum qualifications for teaching graduate courses include the earned doctorate.

A faculty member receives four semester hours of within load credit for teaching a three semester hour graduate course. When a graduate course is taught as an overload, additional compensation is paid at the currently approved rate per semester hour. An overload assignment must be approved by the Department Chairman and the Dean of Graduate Study. Coadjutant faculty members are employed as needed.

GRIEVANCES

Please note the following from the Agreement between the State of New Jersey and the Council of New Jersey State College Locals, NJSFT-AFT, AFL-CIO, February 22, 1974, Article VII, Paragraph G, Sub-paragraph 6:

> 6. Claims of violation of procedure by any promotion or retention committee must have been reported to the president of the college by the individual grievant within seven (7) days from the date on which such claimed violation took place or seven (7) days from the date on which the individual grievant should have reasonably known of its occurrence. In the event of failure to report the occurrence within such seven (7) day period, the matter may not be raised in any later grievance contesting the validity of such committee's recommendation or any action based thereon.

Grievances should be taken up with the co-chairperson of the Collective Bargaining Agent's Grievance Committee, Dr. Marion McLeod (Speech Communication and Theatre Department).

EMERITI

The Board of Trustees upon the recommendation of the President may provide emeritus status for a retiring president, dean, or professor, should it desire to recognize meritorious performance. Such a retiring faculty member shall have served a minimum of fifteen years in one or more of the state colleges and shall have hald the rank in which he is to receive emeritus status a minimum of five years preceding the date of retirement. Such a faculty member shall have the right to attend and to speak at all faculty meetings. He shall have the usual faculty rights and privileges and may accept assignments to teach, to lecture, or to perform research for the college.

TRENTON STATE COLLEGE

Trenton, New Jersey 08625

Office of the President Telephone: (609) 771-2101

TO: Trenton State College Students

FROM: Dr. Clayton R. Brower

DATE: March 25, 1975

RE: Family Education Rights and Privacy Act of 1974

I am writing this letter to each student at Trenton State in accordance with the requirement of the Family Education Rights and Privacy Act of 1974, which has now become effective. Because there were so many ambiguities in the first draft of the act, it was impossible to prepare and publish implementing regulations prior to this date without creating confusion for students and the institution's various offices. The Family Education Rights and Privacy Act requires that the students be informed of their rights regarding access to the records of the College. Please note the enclosed policy which will explain in greater detail the specific policies relating to records at Trenton State College.

Students should be aware that: 1. they have the right to inspect and review their personal academic records, in the Registrar's Office for undergraduates,and in the Graduate Office for graduate students. They also have access to the confidential, disciplinary records in the Dean of Students Office. Most students already know the information contained in these files. 2. students are given an opportunity to insure that their records are not inaccurate, misleading, or otherwise in violation of the privacy rights of the student. 3. no personally identifiable student information contained in the academic record file or the disciplinary file will be released to unauthorized persons by, or in behalf of, the College without the written consent of the student. An exception is the release of information under court orfer or subpoena.

The provisions of the Family Education Rights and Privacy Act of 1974 will continue to provide privacy for the records of individual students, but will necessitate the students having to provide a written release for information they wish others to have.

STUDENT RECORDS POLICY
AT
TRENTON STATE COLLEGE

There are two types of official records at the College. The academic record consists of a folder and record card for undergraduate students. These materials are maintained in the Office of the Registrar in Green Hall. For graduate students, they are maintained in the Graduate Office in Green Hall. The information contained in these records is not given to unauthorized persons without the express consent of the student involved, except under legal compulsion, or in cases where the safety of persons of property is involved, as determined by the supervisor of that office. The supervisor of the office, or designee, assumes responsibility for imparting information contained in these records. No inquiring person handles the file personally, nor the material it contains. The folder is maintained for approximately seven years after graduation and is then destroyed. The academic record is kept on file permanently.

For those students who are involved in disciplinary situations, a second official record is maintained in a confidential file in the office of the Dean of Students. Information from these records is not given to unauthorized persons without the express consent of the student involved, except under legal compulsion or in cases where the safety of persons or property is involved, as determined by the Dean of Students. The Dean of Students, or designee, assumes responsibility for imparting information contained in these records. No inquiring person handles the file personally nor the materials it contains. Routine destruction of non-current disciplinary files occurs at the end of an eight-year period, or upon graduation, whichever comes first. The disciplinary record contains the statement of charges against the student, the disposition of the case, and the summary of the testimony. A student has the right to place in this folder his own account of the incident for which he is charged. No records are kept which reflect political activities or beliefs of students.

There are also other information files at the College for those students who choose to use the various services:

Financial Aid. There is a financial aid file which includes the application, Parents' Confidential Statement, and final decisions relating to the awarding of financial aid. The student has provided most of the information contained in these records and it is available to him with the exception of the Parents' Confidential Statement. The parent must indicate whether the student may see this information. The Parents' Confidential Statement is the parents' property and not that of the student.

Placement Office. A student may prepare Trenton State College placement credentials for forwarding to interested prospective employers by the College Placement Office. The candidate's placement credentials are composed of references written by Trenton State College faculty and staff. The student teaching summary may be included in these placement credentials upon the written request of the candidate to the academic department.

All personal reference statements written after January 1, 1975 will be made available to the student by the Placement Office. However, if a student wishes that the placement references remain confidential, the student may sign a form waiving the right to see or secure a copy of his or her own placement file.

Counseling and Learning Center. The Counseling and Learning Center maintains working files for those seeking its services. They are available to no one other than the counselor working with the individual student. The Counseling Center folder contains an application form, copies of any tests taken, and an evaluation of services completed by the student. The Learning Center record contains an application form, an interview form, and a progress report form.

Health File. At the time of entry, each undergraduate student is requested to complete a health form in order that the Health Center may better serve the students when they seek assistance. All information is supplied by the student or in consultation with the student.

Directory. Directory information will contain name, local address, home address, telephone number and major. If the student does not wish this information to be published, the directory information card should not be filled out at the time of registration.

Personally identifiable information will not be released to individuals by the College without the written consent of the student, except to College officials who have educational interests, some government officials specifically outlined in federal legislation or in connection with the student's application for, or receipt of, financial aid.

Students will be required to submit a written and signed request for any information they wish released by the College. Telephone calls or in-person verbal messages will not be honored.

March 25, 1975

TRENTON STATE COLLEGE

Criteria and Procedures for
Faculty Appointment, Reappointment,
Tenure and Promotion

P R E F A C E

The attached document covering criteria and procedures dealing with tenure, appointment, reappointment and promotion was approved by the Faculty Senate at a special meeting on May 25, 1972. Our Board of Trustees approved, in principle, this document on July 25, 1972. This is a working document. The criteria and procedures are intended to be guidelines, not absolutes, and should be applicable in individual cases to those faculty members hired after September 1972. We should continue to be firm in our program of affirmative action of hiring minorities and women. Individual departments and divisions should direct their attention directly to these statements, and develop more specific procedures and criteria that apply to academic excellence in a specified area or field.

Approval of these guidelines represents an important institutional step towards academic quality. Modification will be made as the new collective bargaining agreements are made and as the needs, characteristics and directions of the college change.

I am particularly grateful to the great time and effort devoted to this document by Thomas Faughnan and William DeMeritt of the Faculty Senate, William Brown and Fred Pregger of the Faculty Association, Frank Erath and Frank Updike of the Trenton State College Chapter of AAUP; James Forcina, Executive Vice President; and Wade Curry, Dean of Arts and Sciences, as well as members of the Faculty Senate of 1971-72.

Clayton R. Brower
President
August 23, 1972

NOTE: Should there be any cases in which there is a discrepancy between the following criteria and procedures and the February 22, 1974 Agreement between the State of New Jersey and the Council of New Jersey State College Locals, NJSFT-AFT, AFL-CIO, the latter takes precedence.

CRITERIA FOR APPOINTMENT OF FACULTY

For senior ranks there may be more stringent requirements, but the following guidelines apply to all hiring:

1. For most fields, the appropriate doctoral degree or its near completion, is desirable at the time of first employment. A continuing and strenuous effort should be made to recruit more minority-group faculty.

2. In addition to covering specialties needed, departments should make certain that they are developing a faculty with a diversity of skills and interests and of educational preparation. They should beware of hiring too many graduates of a single university and be cautious of hiring their own graduates.

3. Since teaching ability is the most important criterion for faculty selection at this college, it would be very useful to see the candidate teach - either here or at his place of employment.

4. Valid prior experience is important. This experience, if present, should demonstrate:

   a. Teaching effectiveness.

   b. Interest in and success with student activities, campus governance, and community involvement.

   c. Recent scholarly achievement or leadership in his field.

5. It may be necessary or desirable to hire some faculty with exceptional talents and qualifications despite the fact that they do not hold the doctorate. Some of these faculty might achieve tenure. For others, part-time appointments which do not lead to tenure might be appropriate. Still others might be told at the time of hiring that the post will not lead to tenure.

6. Although there may be specific exceptions in some fields, as a rule, only those who possess or receive the appropriate terminal degree will gain tenure. Each department should develop specific criteria for such exceptions.

PROCEDURES FOR APPOINTMENT

1. In making its recommendations for appointments, smaller departments will probably operate as a "committee of the whole." Larger departments will operate through an elected "personnel committee," or through an elected "hiring committee" (splitting personnel decisions among two or more committees). It is essential, in any case, that the faculty of each department be involved in and take responsibility for appointment recommendations.

2. Those faculty in the department not on the hiring committee should be permitted to review the papers of candidates under consideration; they should also have an opportunity to meet these candidates when they visit the campus and comment upon their qualifications.

3. An early responsibility of the committee should be to draw up or to approve the job description, which should, as far as possible, include the specialty, assignment, duties, responsibilities, rank, and salary benefits.

4. Prior to the candidate's visit, the chairman and dean should arrive at an agreement on the rank and salary. The candidate should know the likely rank and salary before his visit.

5. The committee should not depend solely upon letters of recommendation; it should make several telephone calls to people who might know the candidate's work and are not listed as references. Those with friends at the candidate's institution can often gain more honest, less charitable evaluations than those of references chosen by the candidate.

6. A schedule of events for the candidate's visit should be published. It should provide opportunities for meeting the department's students and faculty for a thorough and lengthy interview, perhaps for meeting faculty from other departments, and certainly for an interview with the appropriate dean. If the appropriate dean disagrees with the recommendation he should state his reasons to the department in question at a meeting of the department called for that purpose.

7. Whenever possible, student impressions of candidates should be noted before an offer is made.

8. Any letter of offer should be so worded as to make it clear that it is not a contract. The letter of offer should be written by the appropriate dean.

9. The statements on criteria and procedures for appointment, tenure, and promotion should accompany the dean's letter of offer. If the department has an additional statement on criteria and procedures for appointment, tenure and promotion, this statement should also be supplied to the candidate at the time of the offer.

10. A contract will be issued by the president after the appointment is approved by the Board of Trustees.

CRITERIA FOR REAPPOINTMENT, TENURE, PROMOTION

I. Teaching Ability

The faculty member's principal responsibility is that of teaching students. Consequently it is imperative that evidence be collected as accurately and objectively as possible in the evaluation of his teaching ability for the purpose of determining reappointment, tenure, or promotion.

A. Faculty Evaluation

1. A candidate shall be observed and evaluated in the classroom and in other situations by the department chairman and at least two other faculty in the department during each appointive year.

2. Faculty evaluation should show evidence of:

   a. subject mastery and continuous growth in the field
   b. self-awareness of abilities and limitations
   c. adaptability
   d. careful and thorough preparation
   e. rapport with students

B. Student Evaluation

1. A faculty member should be evaluated at least once by the students in every section (class) he teaches in each semester. The evaluations will not be signed.

2. Each department should develop its own evaluation instrument but all forms should include at least the following items:

   a. ability to present subject matter and/or develop performance skills
   b. organization of class material
   c. sensitivity to student feelings and problems
   d. fairness in dealings with students
   e. interest in subject
   f. responsiveness to student ideas, questions, and discussions

3. It is desirable to have more than one evaluation in each section during the semester, but if only one is made it should not occur at the time of the final examination.

4. The faculty member may elect to share his student evaluations (all of them, not a selection) with the chairman and the appropriate departmental committee. Though it is his perogative to keep the students' evaluations for his own personal use, he should be advised that the students' evaluations are a significant part of the departmental recommendation concerning his work.

II. Scholarly Achievement

The concept of scholarly achievement is broad and may vary in form, scope, and purpose. Scholarly accomplishments in the faculty member's discipline or field are of greater significance in the evaluation for his reappointment, tenure, or promotion than are accomplishments in areas which are not related to his teaching and field. The criteria below are illustrative of scholarly achievement. It is not suggested that all these criteria must be fulfilled, particularly in the case of the faculty member who demonstrates excellence or exceptional depth in some of them.

A. Educational Background

1. The appropriate terminal degree in the faculty member's discipline or field, or rapid progress toward its attainment in the judgment of his department chairman and the departmental tenure committee.

2. Active participation in professional workshops and conferences, or pursuit of post-doctoral study at credit-granting universities.

3. Private study with experts in the field.

B. Research

1. Research of recognized quality, completed or in progress.

2. Completed unpublished research.

3. Knowledge and use of significant and up-to-date research in the field.

C. Publications

1. Articles or reviews in professional journals.

2. Books, editions, or chapters in books (published by recognized publishing houses).

3. Original papers for conferences of professional societies.

D. Creative Work

1. Artistic achievement in such areas as musical and dramatic performances, musical compositions, creative writing, direction of theatrical productions, and other accomplishments in the fine and applied arts.

2. Creative contributions within the department and college, such as leadership and participation in the design of new courses and programs, work with advanced students, curriculum reform, and subject matter research.

III. Contribution to Department, College and Community

The breadth and quality of a faculty member's participation in activities of his institution and the community, other than his teaching and research, may contribute much to the academic development of the institution and to the educational growth of members of the college and community.

A. College and Departmental Committees: leadership, willingness to serve, and diligence in pursuit of committee work.

B. Participation and leadership in organizations concerned with institutional governance and faculty welfare, such as the Faculty Senate, AAUP, the Faculty Association and other faculty organizations.

C. Sensitivity to academic and personal needs of students, such as counseling, advisement, and extra-curricular activities.

D. Success in carrying out activities for which released time is granted.

E. Participation in community affairs.

IV. Professional Responsibility

A faculty member demonstrates by his professional activity and leadership that he feels and shares a responsibility for his profession.

A. Participation and leadership in regional and national organizations in the discipline or special field, including such activities as serving on governing boards, chairing meetings, and leading discussions.

B. Professional service as a consultant, member of a task force, or member of an accrediting team.

C. Responsibility to his students and department:

1. The faculty member meets his classes regularly and is available for student consultation at reasonable times.

2. He participates willingly and fully in appropriate departmental and college business.

D. Observance of academic freedom:

1. He observes AAUP policies concerning academic freedom and the responsibility of freedom and action.

2. He is careful to differentiate his role as an individual from that of agent of the institution (as defined in AAUP 1940 Statement on Academic Freedom and Tenure.)

E. Professional relationship with faculty in the department and institution as a whole:

1. The faculty member maintains high ethical standards in his relationships with students, faculty, and others in the college community

PROCEDURES FOR REAPPOINTMENT AND TENURE

While there will be a thorough review of reappointment applications, using all the criteria listed, this review will be much more searching for tenure applications.

1. Each department will have a Tenure Committee, or a committee designated by another title, assigned the task of evaluating faculty for tenure and reappointment recommendations.

   a. Each department chairman must keep an accurate and complete file on each faculty member, including observations, evaluations, and communications pertaining to the criteria for reappointment and tenure. The faculty member shall be given the opportunity to review the contents of his departmental file upon application. Confidential letters of reference secured from sources outside the college shall be excleded from the materials available for the faculty member's inspection. The departmental file will be open to review by the faculty members of the Tenure Committee, unless the individual faculty member specifically requests in writing that it not be reviewed by the committee.

   b. The faculty member shall complete a reappointment/tenure application form, so that he may present evidence in his own behalf.

2. The composition of the committee will be as follows:

   a. Department chairman, who serves ex-officio with vote.

   b. All the tenured faculty members of the department, or a group of the tenured faculty elected by all the members of the department. If the committee consists of a portion of the tenured faculty, it will make its recommendations to all the tenured faculty who will make the final departmental report.

   c. If there is student representation on the committee, the students will serve in a consultative role without vote.

   d. In the case of a chairman without tenure, the same procedure will be followed as in 2b, except the chairman shall not be present at the discussion of his own case.

   e. In the case of a department with no tenured members, the recommendation will be made by the department chairman. In the case of a non-tenured chairman in a department with no tenured members, the dean will consult with the members of the department.

3. The chairman presents the departmental recommendations to the appropriate dean or academic division director.

   a. The recommendation will be accompanied by a supporting statement which will detail specific evidence reflecting all of the established criteria for tenure and reappointment.

b. The chairman should be prepared to defend the department's recommendations to the administration.

c. The President will defend his recommendations before the Board of Trustees.

d. The Board of Trustees and the President should, on questions of faculty status, as in other matters where the faculty has primary responsibility, concur with the faculty judgment except in rare instances and for compelling reasons which should be stated in detail.

PROCEDURES FOR PROMOTION

1. Each department will have a Promotion Committee, or a committee designated by another title but assigned the task of evaluating faculty for promotion recommendation.

   a. Each department chairman must keep an accurate and complete file on each faculty member, including observations, evaluations, and communications pertaining to the criteria for RTP. The faculty member shall be given the opportunity to review the contents of his departmental file upon application. Confidential letters of reference secured from sources outside the college shall be excluded from the materials available for the faculty member's inspection.

   b. All individual faculty members with academic rank may submit an application for promotion, together with written substantiation to the claim for promotion.

   c. Applications should be submitted to the appropriate departmental chairman or departmental committee. In all cases an application must first receive consideration at the departmental level. An application not approved at the department level may be submitted directly to the college-wide promotion committee by the applicant.

2. The composition of the committee will be as follows:

   a. Department chairman, who serves ex-officio with vote.

   b. In addition to the department chairman, the committee shall consist of at least four (4) members who will be elected by all members of the department.

   c. If there is student representation on the committee, the students will serve in a consultative role without vote.

   d. In the case of a chairman or another member of the departmental promotions committee eligible for promotion, the same procedure will be followed as in 2b except that he shall not be present at the discussion of his case.

   e. A written ranking shall be made by the Departmental Promotions Committee.

3. The Chairman shall present in writing the departmental recommendations for promotions to the appropriate dean or academic division director for review.

   a. Each promotion recommendation will be accompanied by a supporting statement which will detail specific evidence reflecting all the established criteria for promotions.

   b. The department should seek the advice of the appropriate accrediting agency in question relating to equivalencies to the doctorate.

4. The college promotion committee shall consist of five or more members of the faculty. The committee mau establish a systematic procedure to receive student input. This committee shall function a) to review and consider applications and b) to submit its own written recommendations in order of priority to the college president.

   a. The college promotion committee shall have the right to consult with the appropriate departmental committee, departmental chairman, administrators, and the individual submitting the request for promotion.

   b. The college promotion committee shall make its recommendations on merit rather than on attempting to maintain a numerical balance among departments of the college in determining eligibility for promotion.

   c. The college promotions committee will use the following guidelines in determining eligibility for promotion.

      1) Preference will be given to faculty members on tenure.

      2) Preference will be given to faculty members with a minimum of three years at the current rank.

      3) Preference will be given to persons matriculated in a doctoral program over those taking a variety of graduate courses not leading to a degree, other conditions being equal.

      4) Input from faculty, students, administrators and departmental promotions committee members and departmental chairmen is given careful consideration.

      5) It is most unusual for an individual to be recommended for promotion of more than one rank.

      6) The graduate work should be at an institution accredited by the regional accrediting association.

5. The individual applicant for promotion shall have the right to request, and receive, an appearance before the college promotion committee to speak on his own behalf during the committee's deliberations. However, after the recommendations have been made, a faculty member who wishes to appeal must provide extraordinary and compelling evidence to warrant

a change in evaluation. He shall be notified in writing seven (7) days in advance of any deadline date for appeal if he is not being recommended for promotion at either the departmental or college promotion committee level and notified in writing of the committee's decision on such appeal.

6. If the President believes a reordering of the priority listing is justified, he should state his reasons to the committee at a meeting called for that purpose. Promotions shall be made by the Board of Trustees upon recommendation of the President.

7. All applicants for promotion shall be notified in writing of the final decision. When budgetary conditions later permit, additional promotions may be made based on the recommendations of the college-wide promotion committee.

ADDRESS FILE

At the opening of each academic year faculty and staff are requested to provide information for an address file which is maintained in the President's Office. All changes of campus and home addresses or telephone numbers should be reported immediately to that office

CHECK CASHING

A revolving fund has been established by the Student Cooperative Association to cash checks for faculty and students. Checks up to a maximum of $50 will be cashed at the Student Activities Fund Office on the first floor of Green Hall. Faculty members must present their college identification card.

COLLEGE STORE

The College Store is located next to the relocatable classrooms adjacent to the HUB parking area.

The regular hours are:

Monday - Friday 8:30 a.m. until 5:00 p.m.

Store hours are extended at the beginning of each semester.

The College Store is a separate entity of the college chartered in 1941 by the Student Cooperative Association. It is under the direction of a manager who is responsible to a Board of Trustees consisting of six students and six faculty members. Profits realized by the College Store are used to benefit the Student body.

Forms for Required book Requisitions and dates for their completion are sent to Department Chairmen by the College Store. These requisitions are to be submitted to the College Store through Department Chairmen.

COMMUNICATIONS

Bulletin Boards

Official notices are posted on five locked, glass-covered bulletin boards which are located in the Roscoe L. West Library, Decker Hall, Phelps Hall, Travers-Wolfe Towers, and Green Hall. To have appropriate notices posted, faculty or students should deposit five copies (on paper preferably not larger than 10" x 14") in the Dean of Students Office.

Campus Line

Campus Line, published by the College Relations Office bi-weekly when classes are in session, reports policies, professional activities and research of faculty and staff, notices of events, and other items of interest to the college community. It is distributed to all employees through the college mail. College personnel are encouraged to submit items for publication to the Director of Public Information.

Today at Trenton

Official announcements and notices of forthcoming events appear daily in Today at Trenton which is distributed to residence halls, offices, and student social areas. Copies are available at display boxes in various buildings. Items should be submitted in writing to the Student Center 3 days before publication.

WTSR

Educational and community service programming is offered through WTSR, the campus radio station located at 91.3 on the FM dial. Programming was expanded when power was increased to 1500 watts. The power increase permits WTSR to reach more than 30 miles with broadcasting in stereo. Members of the college community are encouraged to contact the station manager directly in Kendall Hall. Telephone: 771-2420.

COMPUTER CENTER

The Computer Center, located on the basement level of Green Hall (Ext. 2181), serves students, faculty and administration.

The center is equipped with an IBM 1130 Computer System. A cal-comp model 1627 is available for plotting data and executing drawings. Conversational terminals are available. These terminals utilize CALL/360 timesharing languages. Fortran, PL/1, and Basic, plus AP.

The college has access to a Model 370/168 operated by the New Jersey Educational Computer Network, Inc. This facility is the primary source of computer resource available to the faculty. The batch terminal used for access to the network is located in the computer center. Questions on account numbers and computer time available for student and faculty use, should be referred to the Director of Computer Services, Mr. Henry H. Matelson. Questions to languages and software facilities available should be referred to Mr. Matelson, Director, Computer Services, Ext. 2181, or to the Academic Computing Coordinator, Mr. Robert Duncan, Ext. 2148.

FACILITIES USE POLICIES

College facilities are available for activities and programs related directly to braod institutional abjectives when sponsored by recognized campus organizations, departments, and administrative units. The college also assists organizations of the immediate community and the state by making facilities available for meetings, conferences, banquets, and training programs when possible.

All instructional space is assigned by the Registrar. Scheduling of other facilities is coordinated by the calendar office (2264) in the College Center. All requests from organizations outside the college must be directed initially to the Director of College Events, Office of Public Relations (2368).

Charges for use of facilities are scaled according to space required, custodial help needed, technical assistance and technical equipment used, security coverage provided, etc. The college reserves the right to adjust fees to meet unusual demands when making arrangements for use of facilities. The right to deny any request for use of facilities rests with the college administration.

COLLEGE RELATIONS AND ALUMNI AFFAIRS

The Office of College Relations serves as the communication center of the college, disseminating information on and off the campus through various publications and news media. Requests for the use of college facilities by outside groups, arrangement of conference exhibits, special evants, and a Speakers Bureau are also coordinated by the staff.

Campus Line, a weekly newsletter for employees; On the Inside, a quarterly publication for parents and friends; Athletic Booster Newsletter; the Alumni Review; and Trustee Line are edited by staff members.

Public Information

News stories gathered, written and distributed by the Director of Public Information and suggestions for feature stories go to media throughout the state and region. Official college announcements, news about campus events and members of the college community, and sports news releases, must be channeled through this office. Limited photographic service is available. Staff members assist the media through press conferences and production of special radio and television programs. The Speakers Bureau is a voluntary project which provides opportunities for faculty and administrators to speak at meetings of various community organizations. For assistance please contact extension 2368.

Publications and Printing

The Director of Publications is responsible for planning, designing, and producing all college publications other than student publications. Assistance with design ideas, layout, editorial judgment and production coordination is available to departments and other college groups.

Because printed materials must be processed within state regulations, all pringing requests must be made at least 8 weeks in advance of desired delivery date. A longer period will allow adequate time for design and print services--galley proofs, page proofs, and bluelines--which are necessary for complete professional jobs. Please direct all printing requests (except xerox or offset forms) to extension 2368

College Events

The Director of College Events is responsible for the coordinator of major college events. Assistance is available to college organizations in planning conferences, banquets and social functions. Facilities are available to off campus groups for meetings, conferences and training programs. Arrangements for these groups for meeting space, meals, and special equipment should be cleared with the Director of College Events, extension 2369.

Alumni Affairs

The Director of Alumni Affairs is the primary liaison between the college and the Alumni Association with its 20,000 members. In addition to planning and executing alumni programs, the director assists with the preparation of the alumni newsletter, coordinates mailings to alumni, and implements fund raising projects that include the Alumni Annual Giving Campaign. Requests for assistance from the Alumni Association should be channeled through the director, ext. 2393.

STUDENT CENTER OFFICE

The Student Center Office is located in the HUB. Much of the coordinating of student activities and assisting organizations in planning for events is done here. Most student organizations have mailboxes in the Student Center Office and messages may be left for them. Faculty members who wish to schedule rooms for other than classes should contact the Reservationist for this service. Some reservations, especially those in which a request for food service is included and when Residence Hall facilities are requested, require the completion of contract forms.

Other services provided include publication and distribution of Today at Trenton. If special notices are to appear, these should be submitted on forms provided. A calendar of college events is distributed each semester. A Lost and Found service is also provided. Sign printing and duplicating are available for nominal fees.

For information relating to any of the services provided, call extension 2264 or 2265.

TELEPHONES

Telephones in the college offices should be used only for official business. Departments receive a monthly charge for all calls made from their telephone extensions. When calling all other New Jersey institutions, callers should use the SCAN system which is explained in the SCAN directory.

Public telephones are provided in numerous buildings, including Green Hall, the Library, Phelps Hall, the HUB, Packer Hall, and residence halls.

TICKETS FOR CAMPUS EVENTS

Many campus events are open to faculty and staff without charge. Admission to athletic events is free when college I.D. cards are shown by employees.

An admission charge exists for certain special events, particularly if popular entertainers are featured. Inquiries should be directed to the Student Activities Office in the HUB (Ext. 2264).

COLLEGE COUNSELING AND LEARNING CENTER

The College Counseling and Learning Center is part of the Division of Student Development Services. The general goal of the center is to provide help for students in overcoming problems in living and learning to provide assistance for students in developing their potential as full-functioning people. This general goal is accomplished through a variety of specific services and programs.

The College Counseling Center provides a full range of personal and career counseling and testing services to students both individually and in groups. Counseling is viewed by the Center as being a valuable educational experience that can lead to increased self-understanding and constructive personal action. The College Counseling Center is also active in teaching Human Relations courses that enable students to learn more about themselves, about interpersonal relationship skills, and helping relationship skills. In addition to counselinn and teaching, the College Counseling Center engages in consultation with students and faculty, in research activities geared to a better understanding of the student population and the college environment, and in the training of undergraduate students in counseling and human relations.

The Learning Center provides assistance to students who feel their present methods of learning are inadequate. The Learning Center provides a wide range of services and programs including individual tutoring, counseling and a variety of skill improvement programs designed to meet needs on an individual basis (reading, study, writing, and math skills).

Along with skill programs, the Learning Center offers a peer tutoring program and professional counseling. Since many learning problems stem from inadequately met personal needs, by providing close support and the opportunity to learn and develop more efficient and meaningful learning techniques, each student will be able to improve his skills and his adjustment to college.

The College Counseling and Learning Center welcomes all referrals. The Center accepts two sources of referral. The majority of students request assistance through their own initiative; others are referred by faculty and other college personnel. Faculty referral plays a major role in helping some students who otherwise would not receive help. Faculty members who come into contact with students who could benefit from the services available through the College Counseling and Learning Center are encouraged to suggest the possibility to the student.

EQUIPMENT

Equipment should be available to all faculty. It is expected only experienced people will use expensive and complex equipment. The person borrowing the equipment should return it immediately after he has finished using it. Student-teachers should not borrow maps, globes, records, musical instruments, science or other equipment except with the approval, in writing, of the demonstration teacher. Such requests must be presented at least 24 hours before the period of intended use.

FINANCIAL AID TO STUDENTS

Questions regarding financial aids should be directed to the Financial Aid Director in the Student Personnel Office. Financial aid is described in a section of the student handbook. Scholarships and prizes given by individuals or groups are also listed in the Financial Aid Office.

All questions pertaining to hiring os students, hourly wages, and all other matters of student employment should be directed to the Director of Financial Aid, 101 Green Hall.

FOOD SERVICES

Snack bars are located in Phelps Hall and the HUB. These facilities are open for breadfast, lunch, and dinner with the normal short-order items available.

Vending machines which dispense beverages, candy, snacks, and ice cream are located in the basement of Green Hall and in the HUB.

A faculty-staff dining room, located in Phelps Hall, is open for lunch and dinner when the college is in session.

GYMNASIUM

Members of the faculty and staff may use the athletic facilities by arrangement through the Director of Athletics or the Department of Health and Physical Education in Packer Hall. Facilities include the basketball courts, swimming pool, tennis courts, handball court, and weight training room. A sauna bath, located in the men's physical training room, is available by arrangement.

HEALTH SERVICES

Health Center staff and facilities are located in Norsworthy Hall. Services are available 24 hours per day while the college is in session, however after 9 p.m. for emergencies only. The doctors visit during the week from 8:30 to 10:00 a.m. Monday through Thursday and from 12:30 to 2:00 p.m. Monday, Tuesday, Thursday, and Friday; on Tuesday evenings from 7 p.m. to 9 p.m. Services of the college physicians to faculty and staff are limited to emergencies and job related injuries. Consultation with the nurses is available during normal hours of operation.

The Student Health Center does not issue medical excuses for absence from class. Verification of date and time of treatment given at the Health Center will be submitted on request by a faculty member.

In case of an emergency (illness or injury) anywhere on campus, the faculty member should call the Student Health Center, Extension 2483 or 2484. The Security Office, Extension 2168 should be called in the event transportation to the Health Center is required.

Off-Campus Injuries

Injuries occurring during college-sponsored activities out of the city which need immediate medical attention should be cared for by a physician or at a hospital. The faculty member in charge is responsible for obtaining a report from the attending physicial at the time of treatment and submitting this to the Health Center or college physician upon return to campus.

CENTER FOR MEDIA & TECHNOLOGY

The Center for Media and Technology (located on the first floor of the Education Building, Ext. 2491), provides services to the college community on an on-going basis -- throughout the academic year. Services are rendered on a two-shift basis -- six days and four nights weekly.

Instructional Equipment Services

Room #112, 113 - Ext. 2357. Distribution and scheduling of standard audio visual, sound equipment, and rear screen facilities. General circulation equipment for delivery to class or for pick up at the Equipment Distribution window includes: 16mm, 8mm, filmstrip, opaque and overhead projectors. Combination projectors include filmstrip-record, filmstrip-cassette, and single concept tape projectors. A full supply of audio equipment is available for most needs. (P.A. speakers, amplifiers, microphones, portable screens, etc.)

Equipment instruction is available by appointment. Generally equipment issued at the Distribution Window will be explained.

Media Production Complex

Room #111. This is an unscheduled workroom area, available to faculty and students during the hours the Center is open, for preview of materials and production purposes. Specialized areas, providing a variety of services surround three sides of the workroom. A brief description of these areas follows:

Expendable Materials Center

Room #111-A, Ext. 2114. Houses and distributes a wide variety of materials and supplies necessary for the production processes carried on in the Multi-Purpose Workroom. This includes such items as: transparency film, transparency mounts, audio tape, mounting board, dry mounting tissue, thermal spirit masters, etc.

Instructional Materials Center

Room #111-J, Ext. 2116. Houses and circulates commercially and locally produced materials including: 16mm films, filmstrips, records, audio tapes, study prints, slides, single concept films, and combinations of these.

A listing of all these materials is posted on the boards at the entrance to the Media Production Complex.

Transparency Production Lab

Is equipped for the production of a variety of overhead transparencies including simple black and white, diazo color, airbrushed color, and the tecnimation process. 3M machines in this area may also be used to produce thermal spirit masters.

Opaquing Room

Is equipped with two opaque projectors.

Equipment Practice Lab

Contains a variety of projectors of all types. Anyone who wishes to learn to operate any of this equipment may check out a "Unipak" which contains step-by-step instructions for the equipment operation.

Audio Lab

Is designed and equipped for previewing audio materials and duplication of same. Two recording booths are available for the production of simple or sophisticated audio programs.

Two Preview Rooms

Equipped to permit viewing of 16 mm sound films and 8mm single concept films.

A student media advisor is available in the Media Production Complex to assist in equipment operation and production processes.

Television Production and Playback Services

Ext. 2123. Consultation, organization, playback, and preparation for video tapes produced on campus for classes or programs of the college. Television production facilities include two complete production studios -- one in the Education Building and the other in Kendall Hall. In addition to this, there is a Mini Studio designed to permit from one to three persons to be video-taped or play back a video tape.

(i.e., mini-lessons, interviews, skill demonstrations, etc.). For more information, regarding television production and video-tape recording, contact Ext. 2123.

Custom Graphics Production Services

Designed to provide consultation and production services in all major areas of graphic communication necessary to support the faculty, instructional programs, and administrative functions of the college. Services are available in: graphic production, photography, television production, and audio production and duplication.

NOTE: FOR MORE SPECIFIC DETAILS AND DESCRIPTION REGARDING ALL OF THE ABOVE SERVICES, PLEASE REFER TO THE BROCHURES OF THE CENTER FOR MEDIA & TECHNOLOGY.

INTERCOLLEGIATE ATHLETICS

The Athletic department charges admission only to football and basketball games. Faculty and staff are admitted without charge by showing their I.D. cards.

KEYS

Keys to faculty offices are issued through the department chairman and who requisition them from the Director of Facilities, Maintenance Building. The chairman should be contacted if keys are lost. In on cases should a faculty member arrange to duplicate keys.

MAIL SERVICE

A mail box is provided to faculty members through their division or departments. The college mail service picks up and delivers mail to administrative and departmental offices at least twice daily. Faculty members are requested not to send personal mail through the college, as departmen al budgets are charged for all outgoing mail. Pink envelopes are provided for all inter-office communications.

PARKING

Faculty and staff members must register their privately owned vehicles and acquire card keys prior to 1 September 1975. The decals and card keys are free for faculty and staff members and will be issued at the Security office when vehicles are registered. A state vehicle registration certificate must be presented for each vehicle to be registered. Registration may be accomplished at the Security office, Bliss Hall, daily, Monday through Friday from 8 a.m. to 5 p.m. Parking decals for the 75-76 school year will be available on 23 June and card keys on 18 August. Registration should be accomplished as soon after 23 June as possible.

1. Faculty and Staff - In order to achieve efficient distribution, the following is suggested:

If your office is in:	Use:
Bliss or Bray	Parking spaces between Bliss Hall and Bray Hall
Green	Parking spaces between Bliss Hall and Bray Hall
Packer, Phelps, Relocatables	HUB parking area
Armstrong, Kendall, Crowell, and Nursing	Lot adjacent to rear of those buildings
Humanities, Education, Library	Education parking lot

2. Visitors' Parking

   a. Faculty members are requested to obtain an approved pass for expected visitors prior to date of arrival on campus.

   b. Visitors without an approved pass should be directed to report to the Information Booth for a temporary permit.

Loans to Faculty

Faculty members may borrow books for their teaching and research needs, but should return them just as soon as possible. At the end of each college year, all books should be returned or renewed and accounts cleared with the Circulation Librarian.

Books and other materials on which there is a designated time limit, must be returned when due. This includes music and literature, recordings, books reserved by other readers, recent works of general interest such as novels, biographies, and polular titles on national and international issues, books borrowed from other libraries, and books on overnight reserve. As a rule, no extension of a loan should be expected by the faculty in such cases.

Additional facilities and services offered to faculty members include:

1. Borrowing books, magazines, and dissertations from other libraries, through the cooperation of the New Jersey State Library, Trenton Public Library, Princeton University Library, Rutgers University Libraries Princeton Theological Seminary Library, the Unisersity of Pennsylvania Libraries and the Library of Congress. These items must be used in the form and the time prescribed by the lending libraries.

2. Securing copies of magazine articles or sections of books for personal use or for use by classes, in line with copyright regulations. Copies made from various types of microfilm can also be produced.

3. Checking bibliographies or compiling bibliographies for faculty members as far as staff-time permits; the best examples are the annotated bibliographies issued by the library.

4. Faculty members may borrow books from the libraries of any other New Jersey State College, the Newark College of Engineering, and the New Jersey College of Medicine and Dentistry. When borrowing, they must show their Trenton State College identity cards. The lending library determines the length of the loan.

The Reference Librarian is in charge of interlibrary loans. She or the Librarian should be consulted concerning the compilation of bibliographies.

Book Ordering and Selection

The Library issues a publication, "Librarians' Choice", as one means of informing the faculty of selected new books and other materials that have been added. This publication will be sent to any interested faculty member upon request to the Librarian. As far as possible, the library notifies individual faculty members of purchases they have requested.

Faculty members are urged to examine frequently the book collection of the library in their own fields of specialization and personal interest. Systematic examination and checking of many authoritative subject bibliographies assures that there are neither major gaps nor antiquated materials that should be replaced.

Faculty members should make frequent requests for library purchases through their department chairmen. The latter should forward these requests immediately to the Acquisitions Department. Requests for new periodicals or backfiles should be directed to the Serials Librarian who issues from time to time up-to-date lists of periodical holdings (the latest was published in September 1971).

It is desirable that faculty members indicate whether or not a book is needed at once or suggested for later purchase only. Author, title, publisher, date, edition and price should be properly noted on each card. The Librarian, the Head of the Bibliography and Acquisitions Department, the Acquisitions Librarian, and the Readers Advisers in the major subject areas are always ready to discuss the best methods of book selection and purchase with department chairmen and individual faculty members. The systematic building up of the book collection is one of the most important tasks of a college faculty; it must be a year-round operation.

Reserved Books

Please request for reserve only those books which are needed for actual assignments to a whole class at a specific date. It is poor practice to put on reserve titles needed only once in a while; this militates against the legitimate interests of other readers.

The system of open shelves makes it imperative that lists of books to be put on reserve be given to the Reserve Book Assistant (Circulation Dept.) well before they are issued to students. Otherwise, books will not be available when needed. Forms for reserving books may be obtained from her or other Circulation Department personnel. The following procedures will greatly expedite the necessary processing.

1. Submit two typewritten copies of your list.

2. List each book with call number, preferably in alphabetical order.

Books are put on class reserve in the following categories:

1. NINE O'CLOCK OVERNIGHT - about half the volumes on hand of each title.

2. FOUR O'CLOCK OVERNIGHT - the other half, for the benefit of commuters.

3. DOUBLE RESERVE - "ask-at-the-desk" book or rare item which is put on reserve by a faculty member, also a strictly limited number of books under pressure of heavy demand which need special protection. They may only be used in the reading rooms.

Instructions in the Use of the Library

This is one of the most difficult, but potentially also most rewarding functions of the library staff.

The general coordination of all these instructional activities by the library staff is in the hands of the Assistant Librarian for Readers Services. The first important instruction is given in the Freshman year, at the express request of academic departments or individual instructors. Members of the library staff, especially the Readers Advisers in Education and Psychology, the Humanities, the Sciences, and the Social Sciences as well as members of the Reference Department, will be available to present lectures geared to the needs of the specific classes. It is desirable to arrange for such lectures some time in advance. The active support of all faculty members who teach freshmen is urgently solicited.

Faculty members are invited to consult the Assistant Librarian for Readers Services if their classes above the Freshman level need extended bibliographic advice. The staff will make every effort to provide suitable staff members to lecture on the subjects in question.

New faculty members are urged to secure from the Librarian's Office copies of the report from the Faculty Committee on Written Expression and Bibliography. It contains instructions and examples of the bibliographic form recommended for use by all students of the college. Staff members are also ready to take over class sessions devoted to the literature on specific subjects; arrangements should be made well in advance.

Service to Graduate and Continuing Education Students

Graduate and evening students are entitled to full use of the library. The tuition receipt will serve as proper identification.

Services to Alumni

Privileges of the library are extended to alumni. The Alumni card is sufficient identification.

The library admits qualified readers from the outside, if they are willing to make a refundable deposit of $10.

Policy on Library Responsibility and Support

The library is responsible for the support of all approved programs of the college. There are no separate departmental libraries.

The Faculty Library Committee, including nine members of the teaching faculty, three students, and a few ex-officio members, advises the Librarian on questions of general library policy and the distribution of budget allocations.

Faculty Study

A small locked area is equipped with a very limited number of carrels. Use of this area may be arranged through the Associate Librarian. A Faculty Lounge is located nearby.

Guide to the Library

A printed Guide to the Library is regularly issued to freshmen, transfer students, and new faculty members.

PERSONNEL AND FINANCE

Personnel and financial matters pertaining to faculty and administration are discussed below. Questions should be directed to the Academic Affairs Office or the Personnel Office.

ATTENDANCE REGULATIONS

FACULTY

Faculty must meet all classes except in cases of illness or authorized absences. If a faculty member cannot attend his class, he must inform his department chairman and insure coverage for classes missed. All employees are required to file an absence report each month. Forms are provided by academic departments and must be forwarded to the Payroll Office on the last day of each month.

DAILY OFFICE HOURS

Regular office hours are from 8:30 a.m. to 4:30 p.m., Monday through Friday.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

It is the policy of the college to consider all applicants for full-time, part-time, and temporary employment without regard to race, color, creed, national origin, age, or sex.

FRINGE BENEFITS

The faculty fringe benefit package is one of the most generous in the country. The college participates in the cost of retirement benefits, life insurance and health benefits. Detailed information on these programs is available from the personnel office. However, the following gives some notion of the benefits provided.

Retirement

New Faculty are required to enter the TIAA-CREF retirement program. The college contributes an amount equal to 8% of the faculty member's salary toward the purchase of a retirement annuity. An additional five percent is deducted from the bi-weekly salary warrant as the employee's contribution. The employee may elect a plan of distribution between TIAA and CREF. An additional contribution may be made by the employee if he desires. Entrance into the plan is effective upon employment. If a new employee is already a member of a State sponsored retirement program, he may elect to continue that membership.

Life Insurance

The college pays the entire premium for those persons in TIAA-CREF retirement program for life insurance equal to three and one-half times the employee's annual salary. There is also a provision for long term disability coverage in this program.

Members of the Public Employees Retirement System are provided free term life insurance equal to one and one-half times their prior 12 months' base salary. In addition to this amount, term life insurance equal to one and one-half times base salary is provided for a contribution of 3/4 of 1% of salary. Participation in this contributory life insurance program is compulsory during the first year of Retirement System membership and may be continured thereafter at your opinion.

Health Insurance

The college offers both a basic health benefits program and a major medical program. Copies of the booklet explaining health benefits for New Jersey Public and School Employees are furnished to all employees. Additional copies are available in the Personnel Office. Benefits offered include Blue Cross/Blue Shield basic plans and extended coverage (Rider "J"). Major Medical plan is offered through Prudential Insurance Company.

The basic plan provides coverage on a schedule of benefits for hospitalization, surgical care and medical care while hospitalized.

Once you or a covered dependent have individually and separately satisfied the deductible described below within a calendar year, the Major Medical Plan will pay eligible expenses that individual incurs during the rest of the year:

- 80% of the first $2,000 of expenses
- 100% of the expenses above $2,000

The deductible is the first $100 of eligible expenses incurred by the individual during the year, not counting expenses payable under the basic Blue Cross and Blue Shield coverage. Expenses payable under the basic plan are not eligible under Major Medical Insurance.

It is necessary for an employee to satisfy the deductible only once during a calendar year. Moreover, once a covered dependent has also satisfied the deductible, benefits will be paid for the rest of the year for all other qualified dependents without additional deductibles.

Identification Card

The Trenton State College picture I.D. card is the official College identification for the staff member and should be carried at all times. The I.D. card is non-transferable and may be secured at the Student Bank.

Loss of the I.D. card would be reported immediately to the S.C.A. Finance Office (Student Bank) in Green Hall. A fee of $2.00 is charged for a replacement card. The I.D. card becomes void upon interruption or termination of employment and must be returned to the Personnel Office before the employee leaves.

Payday

State employees are paid every other Friday. In the event payday falls on a holiday, paychecks may be received on the preceding day. There are

twenty-six paydays in each fiscal year, which extends over the period July 1 to June 30 inclusive. Checks are distributed at the Payroll Office (Bliss Hall) or through some departmental offices.

Sick Leave

All staff (classified and unclassified) are credited with one day of sick leave for each month of employment during the first calendar year of employment.

Starting with the second calendar year of employment, staff members other than faculty are credited with fifteen days of sick leave per year. Faculty are credited with one and one-quarter days of sick leave each month of completed service. Any amount of sick leave allowance not used in any calendar year will accumulate to the employee's credit to be used when needed. Employees will be partially reimbursed for accrued sick leave at the time of termination of employment.

Sick leave is for a specific purpose to be used when one is ill. It is not to be used as vacation time or simply as time off. However, one may utilize sick leave for a short period of emergency attendance upon a member of your immediate family who is critically ill, or due to a death in the immediate family.

Snow

In the event of inclement weather, an absent employee will have the day charged to vacation or to accumulated compensatory time.

Vacation

Annual vacation leave with pay will be earned at the rate of one day for each month of service. Twelve days vacation are earned for every year up to five years of service; fifteen days vacation after completion of five years and up to twelve years; twenty working days vacation after completion of twenty years.

Vacation leave must be taken in the year in which it is earned. In rare instances, when it is impossible to take vacation leave, it may be taken in the year immediately following.

Vacation schedules are coordinated to maintain efficient operation of all offices

STANDING COMMITTEES OF TRENTON STATE COLLEGE
1975-76

Standing committees of the College are charged by the President to study and recommend proposals through the appropriate administrative officer of the College to the President. The recommended policies shall be submitted in letter form to the corresponding executive officer (vice president or the Dean of Students) of the College who has the responsibility for the area in which policy is being recommended. The vice president is to serve as a transmittal agent for recommended policy and will make his own recommendation on the matter being submitted to the President. A vice president or a Dean of Students shall not veto or cut short recommendations that are resubmitted to the President from standing committees.

The President, upon reviewing the recommended policy, will confer with the bargaining unit representative through established channels if the recommended policy dealt with is as covered in the existing contract. The President will also confer with the Faculty Senate President. It will be jointly ascertained if some other type of review is needed. The President will also confer with the President of the Student Government Association. The President will make known his feeling toward the policy at this time. He may stipulate that a time limit for further campus review is feasible and needed. After taking into consideration the further campus review and reactions to the recommended policy, the President may either accept or reject the policy and indicate his reasons. In some cases, the recommended policy may be a matter for consideration by the Board of Trustees. If the President or if the Trustees approve the recommended policy, this policy shall be disseminated in Campus Line, the SIGNAL, UTTIME UMANA, or in memoranda to the campus community. A policy book or manual shall be established and the Presidential endorsement and date of any policy shall be recorded. The proper recording of all policy shall be established as normal practice. A similar policy collection procedure should be established in each division and school of the College.

Faculty membership is recommended to the President by the Faculty Senate; student members are recommended by the Student Government Association. Where the President has reservations about any recommended appointment, the President consults with the appropriate organization. Appointments to standing committees are made by the President.

By virtue of Article IX, Paragraph D, of the Agreement between the State of New Jersey and the Council of New Jersey State College Locals, NJSFT-AFT, AFL-CIO:

> "The Union shall have the right to appoint one employee representative to each college-wide committee of each state college, said representative being selected by a procedure established and administered by the Union consistent with the purposes of each of said committees and with any term of office uniformly designated for other committee members."

All faculty appointments are for a period of three academic years. Unless otherwise specified, all committee members are entitled to vote. The Faculty Senate revolved on March 13, 1975 that: "Members of College Committees facing extended inability to attend scheduled Committee meetings

either seek a leave of absence from that Committee for the semester in which the conflict occurs or resign from the Committee." All committee meetings are to be scheduled at a time which will insure that the maximum number of committee members will attend.

A reorganization meeting is called by the previous year's chairperson as soon after September 1 as possible for the purpose of electing a new chairperson. It is suggested that a vice chairperson or co-chairperson also be elected so that meetings might take place at times convenient for the majority of the Committee members. Minutes of each meeting will be submitted to the President's Office. Committee minute abstracts receive wide dissemination through the faculty and staff newsletter, "Campus Line."

It is important that a continuity of purpose exist within each committee from year to year. In order to provide such continuity it is suggested that new committee members be provided with selected previous minutes, agenda of ongoing items for discussion and action and any other informational materials which would prove helpful.

Violations or conflicts with the contract should be reported to the Collective Bargaining Agent through its representative on the appropriate Standing Committee. Each committee's function shall be reviewed every three years to determine whether its function requires redefining.

1. Academic Policies Committee

The Academic Policies Committee reviews and approves changes in program (major and minor), new programs, and dropping of existing programs. It also reviews, evaluates, recommends, and approves college-wide academic policies related to: 1) the nature of liberal studies requirements; 2) guidelines for major requirements; 3) guidelines for minor requirements; 4) academic programs other than majors and minors which are or could be college-wide matters; 5) program articulations to prevent overlaps, proliferation, or gaps in offerings; 6) investigation of academic matters in order to anticipate future program needs, to plan for the academic development of the college, to evaluate existing programs, and to recommend changes in the academic program of the college; 7) other academic policy matters not specifically within the jurisdiction of another college-wide committee.

FACULTY MEMBERS:		EX-OFFICIO, WITH VOTE
C. Hanley, A & S	'77	Academic V.P.
E. Menocal, Bus.	'76	Dean, Arts & Sciences
J. Kruppa, I.E.T.	'76	Dean, Education
J. Skelton, at large	'76	
T. Valiga, Nurs.	'77	EX-OFFICIO, WITHOUT VOTE
P. Winkel, A & S	'77	
R. Shepherd, Ed.	'78	Graduate Dean
E. Burke, Ed.	'78	Directors of 3 Divisions
L. Fradkin, at large	'78	Registrar
L. Weaver, Registrar	A.F.T	Director of Advisement
Students (5)		

2. Budget Advisory Committee

The College Budget Committee advises and makes recommendations to the President, holds hearings and communication with the faculty regarding the matters dealing with the budget as they may relate to present and future planning. Members examine budgetary requests for institutional and instructional programs in order to assist in establishing budgetary priorities. Information that is before the committee is confidential until released by an official act of the committee.

FACULTY MEMBERS:		EX-OFFICIO, WITH VOTE
P. Hiack, A & S	'76	Executive Vice President
J. Brodowski, at large	'76	Academic Vice President
J. Karras, A & S	'76	Administrative Vice President
P. Duffy, Bus.	'77	
S. Ruggles, I.E.T.	'77	
H. Hinck, at large	'77	
P. Ollio, Ed.	'78	
D. Sutterley, Nurs.	'78	
F. Updike, Ed.	'78	
J. Elias, Ed.	A.F.T.	
Students (3)		

3. Institutional Planning Committee

This committee will assist the President in determination of goals and purposes for the College. It will also recommend proposals for the establishment of new facilities, new construction, and the improvement of existing arrangements. A further responsibility is to conduct on-going review and necessary revision of the Master Plan.

FACULTY MEMBERS:		EX-OFFICIO, WITH VOTE
E. Rockel, at large	'76	Vice President, Administration & Finance
J. Turk, A & S	'76	
K. Tillman, Ed.	'76	Vice President, Academic Affairs
D. Fair, A & S	'78	Executive Vice President
G. Felix, at large	'77	Director, Institutional Planning
R. Edelbach, I.E.T.	'77	Dean of Students
E. Collins, Ed.	'77	
W. Feldbaumer, Bus.	'78	
D. Mann, Nurs.	'78	
P. Cohen, A & S	A.F.T.	
Students (5)		

4. Academic Progress Committee

a. sponsors research studies and projects related to the admission and retention of freshmen and transfer undergraduate students.

b. recommends policies related to the retention standards applied to undergraduates at the college.

c. sponsors research studies and projects related to the admission and retention of non-matriculated undergraduate students.

d. recommends those undergraduate students to be dismissed from the College for unsatisfactory academic achievement.

e. recommends to the Vice President for Academic Affairs those students who should be placed on academic probation for unsatisfactory academic achievement.

f. recommends the readmission of undergraduate students.

g. hears dismissal appeals and makes recommendations.

FACULTY MEMBERS:		EX-OFFICIO, WITH VOTE
A. Melvin, A & S	'76	Executive Vice President
A. Hornyak, Ed.	'76	Academic Vice President or
O. Heck, A & S	'76	permanent designee
D. Rubin, Ed.	'77	Dean of Students or
H. Hess, I.E.T.	'78	permanent designee
J. Eberhardt, Bus.	'78	Director, Advisement
R. Porter, Nurs.	'77	CHANCE Representative
W. Hausdoerffer, at large	'78	Registrar or permanent designee
M. Pender, at large	'77	
L. Levine, English	A.F.T.	
Students (4)		

5. Academic Calendar, Registration, and Scheduling Committee

This committee formulates the academic calendar and proposals for the registration of students and scheduling of classes and final examinations.

FACULTY MEMBERS:		EX-OFFICIO, WITH VOTE
R. Duncan, A & S	'76	Graduate Dean
P. Wilker, Ed.	'76	Registrar
S. Fisher, Ed.	'76	Executive Vice President
E. Smith, A & S	'77	Dean of Educational Services
W. Phillips, at large	'77	
R. Laws, I.E.T.	'78	EX-OFFICIO, WITHOUT VOTE
R. Porter, Nurs.	'78	
J. Robinson, Bus.	'78	Director of Men's Athletics
R. Price, at large	'77	Coordinator of Women's Inter-
J. Goodkin, A & S	A.F.T.	collegiate Athletics
Students (3)		

6. Admissions Committee

a. recommends policies related to the admission of freshmen and transfer students to the undergraduate programs of the College.

b. recommends policies related to the acceptance and retention of non-matriculated undergraduate students.

FACULTY MEMBERS:		EX-OFFICIO, WITH VOTE
J. Kruppa, I.E.T.	'77	Executive Vice President
M. Schmid, Ed.	'77	Director, Admissions
R. Rittenhouse, at large	'78	Registrar or a permanent designee
D. Mann, Nurs.	'78	Director, Advisement
E. Sarafino, A & S	A.F.T.	
Students (3)		EX-OFFICIO, WITHOUT VOTE
		Dean of Students

7. Advisory Committee on Arts, Cultural Programs, and Extra-Curricular Scheduling

This committee gives representation to the cultural planning in the Arts and Humanities and acts as an advisory body to special programming groups. It also establishes policies which provide continuity for extra-curricular programming and to resolve or prevent schedule conflicts; and reviews scheduling proposals to ascertain whether or not they are in concert with the purposes and goals of the College.

FACULTY MEMBERS:		EX-OFFICIO, WITH VOTE
A. Safran, A & S	'77	Director of CUB Programs
C. Kumnick, A & S	'77	Director, Student Activities
K. Wynne, Ed.	'78	Director of Minority Executive Council
J. Burcher, Ed.	'76	
S. Reback, Bus.	'78	
K. Finkral, I.E.T.	'77	EX-OFFICIO, WITHOUT VOTE
D. Mann, Nurs.	'76	
R. Jones, at large	'78	Dean of Students
G. Woodward, at large	'76	Dean of Arts and Sciences
R. Mehlman, A & S	A.F.T.	
Students (8)		

8. Affirmative Action Committee

The Affirmative Action Committee advises the College's Affirmative Action Officer on matters related to employee relations within the College, and all relations with contractors and governmental agencies in order to assure everyone concerned that an atmosphere of non-discrimination and equal opportunity is guaranteed to minority persons and women.

Affirmative Action Committee (cont.)

FACULTY MEMBERS:		EX-OFFICIO, WITH VOTE
C. Hanley, Eng.	'76	Affirmative Action Officer
J. Smith, Ed. Fld.	'77	2 Administrators
E. Williams, Soc. Welf.	'76	2 Non-professional Civil Service Employees
M. McLeod, Spch.&Thtr.	A.F.T.	
Students (2)		1 Professional Civil Service Employee

9. Athletic Advisory Committee

The Athletic Advisory Committee advises the directors of athletics in matters of the intercollegiate athletics and intramural athletics programs of the College. It is a sounding board for ideas and the planning of athletic programs. Recommendations on the establishment of policies and development of support for athletics are channeled to the President.

FACULTY MEMBERS:		EX-OFFICIO, WITH VOTE
J. Walker, H.P.E.	'76	Vice President, Administration & Finance or permanent designee
J. Shea, Elem.	'76	
E. Hager, Bio.	'78	Director of Intramural Activities
S. Moore, Elem.	'77	Coordinator of Women's Intercollegiate Athletics
C. Kingston, Bus.	'77	
N. Cromack, Math.	'78	Director of Men's Athletics
J. Daubert, Bus.	A.F.T.	President, Alumni Assn. or permanent designee
Students (6)		
		EX-OFFICIO, WITHOUT VOTE
		Director of Admissions

10. College and Community Relations Committee

This committee advises the chief administrative officer who is responsible for performing the functions in the areas of public information, publications, college events, alumni and community relations, and special fund raising projects. The committee suggests general policies and procedures related to the interpretation of the college to its various internal and external publics. Recommendations are made regarding the naming of college facilities, the awarding of citations and honorary degrees, the implementation of special events, and the coordination of an annual orientation program for new members of the faculty and administrative staff.

College and Community Relations Committee (cont.)

FACULTY MEMBERS:		EX-OFFICIO, WITH VOTE
A. Hohmuth, A & S	'77	Grand Marshal of College
C. Ehlers, A & S	'76	Asst. to President for College Relations
P. Cooper, Ed.	'78	
E. Warner, Ed.	'77	Executive Vice President
V. Sherrer, Bus.	'77	Asst. to Academic Vice President
R. Weber, I.E.T.	'78	
R. Porter, Nurs.	'76	
G. Dickinson, at large	'76	
F. Goldstein, at large	'78	
R. Gleeson, A & S	A.F.T.	
Students (5)		

11. Computer Center Advisory Committee

This committee will function to establish proposals for the operation of the Computer Center.

FACULTY MEMBERS:		EX-OFFICIO, WITH VOTE
J. Walthew, Ed.	'76	Vice President for Administration and Finance or a permanent designee
T. Cheng, at large	'76	
Y. Lee, A & S	'77	Director, Computer Center
N. Breland, A & S	'77	Academic Computing Coordinator
W. Jones, Ed.	'78	
S. Linn, Bus.	'76	
I. Feryszka, at large	'78	
C. Feng, I.E.T.	'78	
G. Sharp, A & S	A.F.T.	
Students (3)		

12. Faculty and Institutional Research and Sabbatical Leave Committee

This committee establishes policy, encourages research activity, and reviews faculty and college requests for research grants, sabbatical leaves and advanced study, and makes recommendations to the President.

FACULTY MEMBERS:		EX-OFFICIO, WITH VOTE
D. Fein, Psych.	'77	Coordinator of Federal Funding
R. Pfeiffer, Physics	'78	Academic Vice President or permanent designee
D. Guttentag, Bus.	'77	
R. Gellman, Ed. Fld.	'78	
D. Evans, AAS	'76	EX-OFFICIO, WITHOUT VOTE
G. Oakley, Voc. Ed.	'78	
J. Brodowski, Lib.	'76	Dean of Arts & Sciences
L. Waterhouse, Eng.	A.F.T.	Dean of Education
Students (2 without vote)		Director, Computer Center
		3 Division Directors
		Graduate Dean

13. Faculty Promotions Committee

The Faculty Promotions Committee recommends to the President members of the faculty for promotion. The department promotion committee will recommend to this committee faculty members to be considered for promotion in accordance with the procedures outlined in the current Faculty Handbook.

FACULTY MEMBERS:		EX-OFFICIO, WITHOUT VOTE
J. Burcher, El. Ed.	'76	Academic Vice President
H. McRae, Sp. Ed.	'77	Dean of Arts & Sciences
A. Star, Bio.	'78	Dean of Education
J. Ellis, History	'76	3 Division Directors
K. Everard, Bus.	'77	Graduate Dean
W. Alexander, I.E.T.	'78	Chairman, Senate Faculty Affairs Council
C. Yengo, Ed. Fd.	'78	
S. O'Neill, Psych.	'76	
W. Ehrenpreis, Math.	'77	
P. Malloy, Acad. Adv.	A.F.T.	
Students (3 without vote)		

14. Health and Safety Committee

This committee studies the general health and safety needs of the campus and makes recommendations to the President.

FACULTY MEMBERS:		EX-OFFICIO, WITH VOTE
R. Epstein, Lib.	'77	Fire Prevention and Safety Officer
R. Bittner, I.A.	'78	Director of Facilities
M. Curry, H.P.E.	'78	Director of Health Center
A. Lazarus, Chem.	A.F.T.	Director of Housing
Students (5)		Vice President, Administration & Finance or permanent designee
		Radiation Safety Officer
		EX-OFFICIO, WITHOUT VOTE
		Director of Campus Security

15. Human Relations Committee

The function of this committee is to study problems of the college community involved in human relations and suggest policies and procedures for their solution.

FACULTY MEMBERS:		EX-OFFICIO, WITH VOTE
M. Rothman, Phys.	'76	Affirmative Action Officer
O. Barker, Math.	'76	Dean of Students
B. Patterson, Pol. Sc.	'77	Director, Minority Executive Council
G. Jones, El. Ed.	'78	
D. Montalvo, P.R. Aff.	A.F.T.	
Students (4)		

16. Instructional Media Center Advisory Committee

This committee will recommend policies and services of the Instructional Media Center.

FACULTY MEMBERS:		EX-OFFICIO, WITH VOTE
P. Allen, Nurs.	'78	Director, Media Center
P. Butcher, at large	'77	Academic Vice President or
B. Novick, A & S	'77	permanent designee
K. Finkral, I.E.T.	'76	
B. Harned, Ed.	'76	
N. Gaston, Bus.	'76	
H. Hernandez, at large	'78	
H. Nelson, Lib.	A.F.T.	
Students (4)		

17. Library Committee

The Library Committee considers current problems of library administration with the Librarian, studies the need for library materials designed to serve the total college instructional and extra-class activities, and recommends to the President improvements and general needs through the Vice President for Academic Affairs.

FACULTY MEMBERS:		EX-OFFICIO, WITH VOTE
J. Brown, at large	'76	Librarian
R. Shepherd, El. Ed.	'77	Graduate Dean
A. Wortis, at large	'77	Academic Vice President, or
W. Brant, Bus.	'77	permanent designee
E. Strasser, A & S	'78	
R. Bittner, I.E.T.	'78	
T. Valiga, Nurs.	'78	
P. Cummings, Phil.	A.F.T.	
Students (4)		

18. Student Awards Committee

The committee selects award recipients from students nominated by the faculty and students.

FACULTY MEMBERS:		EX-OFFICIO, WITH VOTE
E. Brink, H.P.E.	'77	Dean of Students
J. Nichols, I.E.T.	'76	Asst. Director of Financial Aid
R. Hewitt, Geog.	A.F.T.	
Students (5)		

19. Student-Faculty Judicial Committee

This committee reviews cases of student behavior which are considered inconsistent with accepted standards of the College. In cases involving suspension or dismissal, recommendations are made to the President.

FACULTY MEMBERS:		EX-OFFICIO, WITHOUT VOTE
R. McCorkle, H.P.E.	'77	Representative from Dean of Students' Office
G. Woodward, Sp. Th.	'76	
A. Ukpak, Econ.	'78	
P. Butcher, Lib.	'76	
D. Perry, Couns. Ctr.	A.F.T.	
Students (7)		

20 Travel Study and Exchange Committee

This committee coordinates all travel-study and exchange courses and programs offered to students and faculty, reporting its findings and recommendations to the appropriate administrative office or committee. Responsibilities include: (a) evaluating all proposals for travel-study courses or exchange programs which seek TSC student and/or faculty participation, whether for credit or not and regardless of the original sponsors; (b) initiating and developing new courses and programs; (c) evaluating on-going programs; (d) interviewing and recommending candidates for faculty exchanges (e) hosting incoming exchange faculty; and (f) exchanging materials and ideas with other colleges and organizations both here and abroad with a view to improving present programs and developing new ones.

FACULTY MEMBERS:		EX-OFFICIO, WITH VOTE
F. Hahn, at large	'76	Academic Vice President or permanent designee
T. Murray, A & S	'76	
D. Williams, Ed.	'76	Coordinator of International Education
S. Chukumba, at large	'77	
N. Schwartz, Ed.	'77	
S. Haenisch, A & S	'77	EX-OFFICIO, WITHOUT VOTE
W. Alexander, I.E.T.	'78	
M. Shenker, Bus.	'78	Consultants to Committee, as needed
S. Brandow, at large	'78	Representative of Summer School Office
Students (4)		

APPENDIX A

CODE OF ETHICS

NEW JERSEY DEPARTMENT OF HIGHER EDUCATION

In recognition that it is essential that the conduct of public officials and employees shall hold the respect and cinfidence of the people, Chapter 182, Public Laws 1971 (RS 52:13D-1 et. seq.) was enacted by the New Jersey Legislature and signed by the Governor on June 2, 1971. That statute provides that within the guidelines contained therein, the head of each state agency shall promulgate a code of ehtics to govern and guide the conduct of State Officers and employees in his agency.

The following code of ehtics is applicable to employees paid from federal, state or county funds and who are employed in the New Jersey Department of Higher Education, colleges (including county community colleges) and universities under its jurisdiction, and institutions, commissions and other agencies organized within the Department:

1. No officer or employee should have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, which is in substantial conflict with the proper discharge of his duties in the public interest.

2. No officer or employee should engage in any particular business, professional, trade or occupation which is subject to licensing or regulation by a specific agency of State Government without promptly filing notice of such activity with the Executive Commission on Ethical Standards.

3. No officer or employee should use or attempt to use his official position to secure unwarranted privileges or advantages for himself or others.

4. No officer or employee should act in his official capacity in any matter wherein he has a direct or indirect personal financial interest that might reasonably be expected to impair his objectivity or independence of judgement.

5. No officer or employee should undertake any employment or service, whether compensated or not, which might reasonably be expected to impair his objectivity and independence of judgement in the exercise of his official duties.

6. No officer or employee should accept any gift, favor, service or other thing of value under circumstances from which it might be reasonably inferred: that such gift, service or other thing of value was given or offered for the purpose of influencing him in the discharge of his official duties.

7. No officer or employee should knowingly act in any way that might reasonably be expected to create an impression or suspicion among the public having knowledge of his acts that he may be engaged in conduct violative of his trust as a State officer.

APPENDIX B

STATE OF NEW JERSEY - TRAVEL REGULATIONS

Transportation by Personally Owned Car (mileage basis)

"All employees using privately-owned cars in the performance of their duties for the State of New Jersey and for which they are being reimbursed, shall carry liability insurance with minimum coverage of $25/50,000 for personal injury liabilities and $10,000 for property damage. Evidence that such insurance coverage is in full force and effect with companies approved by the New Jersey Department of Insurance shall be made available to the Department Head or his authorized agent before authorization is given employees to use their privately-owned cars."

SUBSISTENCE - Limitations on Reimbursement

"Per Diem. Reimbursement for subsistence expenses is limited to the actual allowable expenses incurred, not exceeding a maximum allowance of:

1. $40 per diem of which not more than $28.00 may represent lodging costs, when attending a convention, conference, staff training program or seminar where housing accommodations are an integral part of the arrangements.

2. $33.00 per diem including meal costs, when engaged in regular official travel in the conduct of State business other than in #1 above.

3. Reimbursement for meals for a partial period in excess of groups of 24 hour periods or for a period of less than 24 hours shall be computed using the following schedule:

Breakfast	$2.00 including tip
Luncheon	$2.50 including tip
Dinner	$7.50 including tip

4. Reimbursement shall be made only for out-of-pocket expenses incurred subject to the above limitations.

. . . . . .

c. Reimbursement is approved for the full cost of an official convention meal which the employee attends when such meal is scheduled as an integral part of the convention or conference proceedings. If a meal or meals are included in the registration fee, the cost of said meal or meals is not to be listed on the travel expense voucher."

RECEIPTS AND VOUCHERS

Memorandum of Expenditures

"All persons authorized to travel on business for the State shall keep a memorandum of expenditures properly chargeable to the State, noting each item at the time the expense in incurred, together with the date. Information thus accumulated will be available for the proper preparation of travel expense vouchers."

Travel Expense Vouchers and Receipts

"a. All Claims for reimbursement of traveling expenses shall be submitted on the authorized Travel Expense Voucher (Accounting Bureau Travel Form No. AA101) and shall be itemized and stated in accordance with these regulations, except that itemization shall not be required where per diem subsistence was authorized.

b. Receipts for convention registration and for hotel or lodging shall accompany the travel expense voucher.

c. Travel expense vouchers shall be supported by other receipts as the Department Head may require."

ADVANCE APPROVAL

Attendance at conventions and conferences which involve expenses of $200 or more per person, including transportation, registration, lodging, meals, etc., regardless of location, require advance approval of the Department of Higher Education and Director, Division of Budget and Accounting. This request, together with a statement of justification for travel, must be signed by the campus supervisor and submitted to the Director of Business Services, Bliss Hall, at least 21 days before the proposed trip.

REIMBURSEMENT

All Travel Expense Vouchers shall be rendered monthly, by calendar month, and submitted to the Director of Business Services, Bliss Hall, by the fifth working day of the month following the end of the month for which the voucher is rendered.

If the total of the monthly expense does not exceed $10.00, it shall be carried over to the following month, unless the employee does not expect to incur travel expenses in the following month. At the close of the fiscal year, however, even though the amount is less, a voucher shall be submitted, inasmuch as such expenses may not be carried forward into the next fiscal year.

APPENDIX C

FACULTY ORGANIZATIONS

Trenton State Federation, Local #2364 (AFT)

The Trenton State Federation, Local #2364, is open to teachers, research scholars and professional staff of the college. It is dedicated to the total welfare of faculty and professional staff. Academic freedom, tenure, and morale are among its primary concerns, but the organization seeks to promote standards for superior professional performance. Its goal is to safeguard all aspects of employment in the college; to protect the social, personal, financial, and professional well-being of its members.

Since terms and conditions of employment are a special area of interest to the Federation, members of the college community who have questions concerning their terms and conditions of employment should contact Philip Malloy.

Until June 30, 1976, the Federation represents the official collective bargaining agent for Trenton State College by virtue of a free and open election of the Trenton State College personnel. The Federation's activities include social functions which are held throughout the year.

American Association of University Professors

Active membership in the campus AAUP chapter is open to teachers and research scholars who have at least a one-year appointment to a position or at least half-time teaching and/or research, with at least the rank of instructor or its equivalent. The AAUP is primarily concerned with conditions of academic freedom and tenure, conditions of faculty participation in institutional government, and faculty status and morale. The Trenton State College chapter has a strong interest in working toward legislation and policy decisions which will implement the goals of the AAUP.

Trenton State College Faculty Association, Inc.

The Faculty Association is dedicated to the welfare of faculty and professional staff within the Bargaining Unit. The purposes of this Association are to promote high standards of professional excellence; to establish and defend the individual and collective rights of members of the Bargaining Unit; to make recommendations of policy to affiliated organizations; and, when duely elected, to represent the members of the Bargaining Unit in collective negotiations. Terms and conditions of employment are only part of the broad spectrum of the collegium in which the Association takes part.

Any full-time member of the faculty or professional staff is welcome to join the Trenton State College Faculty Association. Persons who join automatically become Unified Members of the National Education Association (NEA), New Jersey Education Associate (NJEA), New Jersey State College Faculty Association (NJSCFA), and Mercer County Education Association (MCEA). Members are backed by the most financially-sound and influencial professional organization in our State and Nation.

Social functions of the Faculty Association include the annual Fall Picnic, theater parties, dances, and the annual Retirement Dinner.

Faculty Senate

The Faculty Senate is made up of forty-five members elected by the faculty for a term of three years. The Senate is organized into five Councils each of which deals with one of the following areas: Academic Affairs, Faculty Affairs, Master Planning, Operations, and Student Affairs. Among its many functions, the Seante has the responsibility of:

A. Advising the college president on matters of internal college policy,

B. Participating in the staffing and coordination of the standing committees of the college,

C. Undertaking studies of problems either on its own initiative or at the request of the faculty or administration,

D. Acting as a general forum for faculty discussion and opinion.

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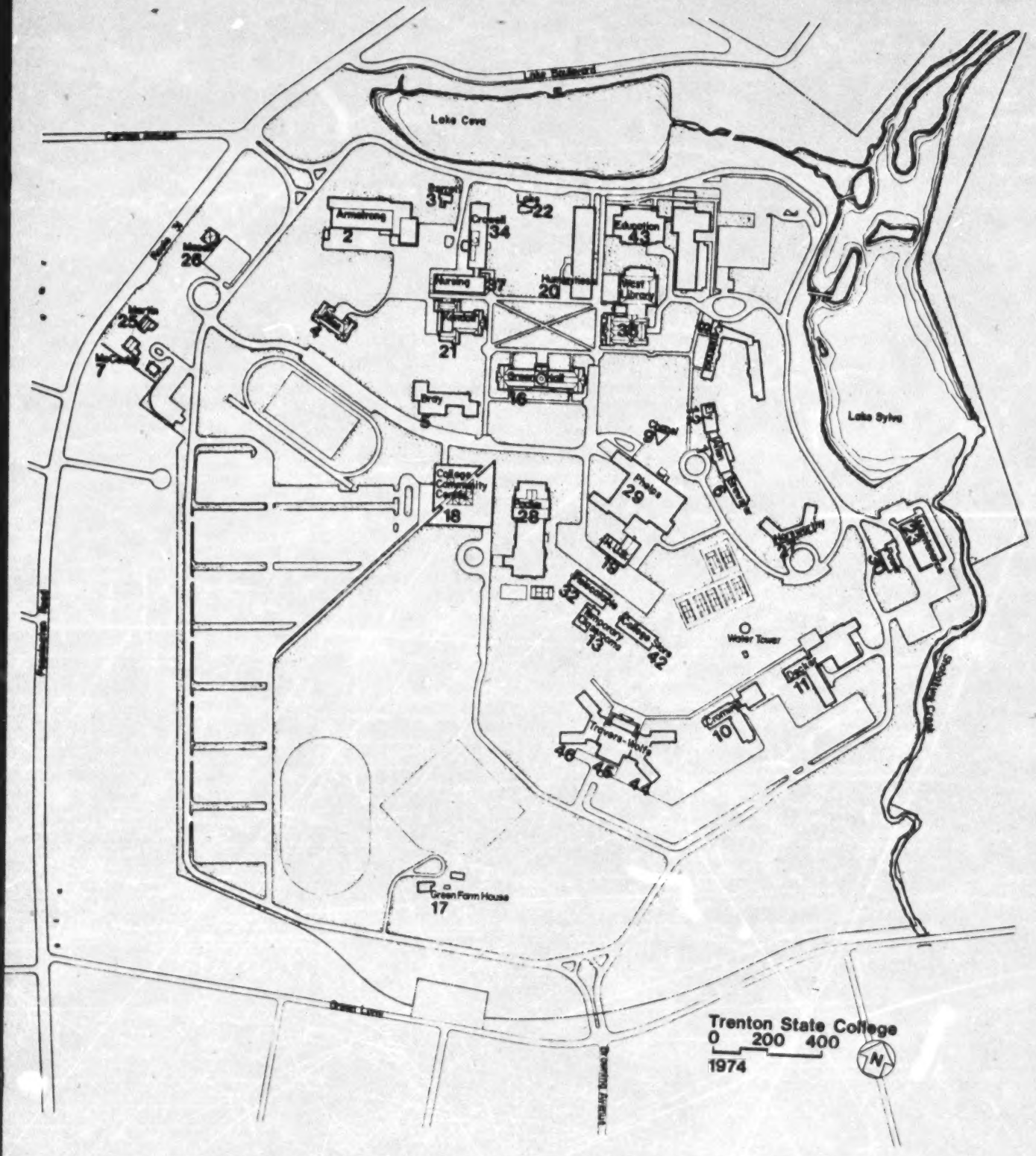
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